



Planning Your First SIC Meeting of the New School Year

This tip sheet is intended to assist SICs in planning their agenda and preparing materials to distribute at the first regular SIC meeting after elections and community member appointments have been completed for the new school year.

You should check your SIC's bylaws to see if it already sets the day and time of regular SIC meetings or contains a deadline by which your SIC must hold its first meeting. The Principal should work together with any returning officers/members to ensure that notice of the first meeting is publicly posted and distributed to all new and returning members.

If the Chairperson from last year is a returning member, he/she should chair the first meeting until the SIC elects its officers for the coming school year. If last year's Chairperson is not present, the Vice-Chairperson from last year or the Principal may chair the meeting until new officers are elected.

Agenda items for the first meeting should include the following:

- Welcome and introduction of new and returning SIC members;
- Election of new officers for the coming school year;
- Approval of a regular SIC meeting schedule for the remainder of the school year, including days/dates, times, and meeting locations;
- Update on the status of SIC goals and activities from the previous year; and
- Reminder to new members in particular to attend the "SIC Basics" or other orientation session scheduled for your district.

If you cannot find a scheduled SIC Basics or similar training conducted by your district, please confer with your SIC District Contact. SC School Improvement Council staff will come to your district to provide an SIC Basics training free of charge upon a request from your District Contact.

In addition to the meeting agenda, the following documents should be distributed to new SIC members (as well as returning members who do not already have copies):

- A copy of the current five-year School Improvement (Renewal) Plan with updates
- A copy of the current SIC bylaws
- A copy of the SIC Handbook, "This is Your SIC: A Handbook for Effectiveness"
- Any additional documents selected by the SIC

Some SICs provide these documents to members in a three-hole binder that members can also use to keep copies of monthly agendas, minutes, notes, and other planning documents for the year.

For more information about electing officers, scheduling SIC meetings, and sustaining SIC progress from one year to the next, please review Appendix B of the SIC Handbook or contact a member of the SC-SIC staff at sic@mailbox.sc.edu or 803-777-7658 (toll free 800-868-2232).